



**DEPARTMENT OF THE NAVY**  
COMMANDER  
UNITED STATES FLEET FORCES COMMAND  
1562 MITSCHER AVENUE SUITE 250  
NORFOLK VA 23551-2487

5720

Ser N01P1 (2016-46-006828)/ 086

June 2, 2016

Ms. Ceu Alves

(b)(6)

Dear Ms. Alves:

This letter responds to your Freedom of Information Act request, received in U.S. Fleet Forces Command on May 20, 2016, and assigned case file number USFF 2016-46-006828, wherein you request the Position Description (PD), training record, and designation letter of Ms. Shirley McCollough, an employee of Norfolk Naval Ship Yard, for the last five years.

Your request was processed under applicable provisions of the Freedom of Information Act statute (5 U.S.C. § 522, as amended) and the Privacy Act, the implementing Department of the Navy regulation 32 C.F.R. § 701, and the policy of releasing the maximum amount of information. After a review of the responsive document, it was determined that certain portions of the document were exempt from disclosure under the following FOIA exemptions:

5 USC 552(b)(6), information in personnel and medical files, as well as similar personal information in other files (for example: names and ranks of active duty military personnel and federal employees, social security numbers, home addresses, email addresses, phone numbers, etc.), that, if disclosed, would result in a clearly unwarranted invasion of personal privacy.

Ms. McCollough reported in September 2015, so the only responsive documents held are from that period of time to present. USFF has no information related to PDs, training, or supervisors prior to that date. The releasable portion of the PD and the responsive training record is provided as enclosure (1). There is no letter of designation assigning Ms. McCollough as the EEO Specialist.

The fees associated with the processing of your request are less than \$15.00 and will not be charged in this case.

Because your request has been denied in part, you may appeal this determination, in writing, to:

Office of the General Counsel  
Department of the Navy  
ATTN: FOIA Appeals  
1000 Navy Pentagon, Room 5A532  
Washington, DC 20350-1000

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Your appeal must be received within sixty (60) calendar days from the date of this letter. A copy of your initial request and this partial denial letter must accompany the appeal. The appeal should be marked "FREEDOM OF INFORMATION ACT APPEAL" both on the envelope and the face of the letter and should contain a brief statement of the reasons you believe this initial decision to be in error.

I am the person responsible for the above determination. Please contact Ms. Linda Alvers at (757) 836-3630 or at [linda.alvers@navy.mil](mailto:linda.alvers@navy.mil) if you require further assistance.

Sincerely,



J.E. HANZLIK, JR.

By direction

Copy to:  
Case file  
Serial File